

NEIGHBORHOOD CENTER SUPERVISOR

NATURE OF WORK

This is highly responsible administrative and supervisory work directing the operation of a neighborhood recreation center.

Work involves the overall responsibility for planning, organizing, staffing and implementation of recreational programs and activities for a neighborhood recreation center that normally has limited program focus and/or attendance. Work is performed under the general supervision of an Assistant Recreation Manager with work being reviewed in the form of conferences and effectiveness of Center operations.

EXAMPLES OF WORK PERFORMED

Directs and coordinates the operation of a neighborhood recreation center.

Plans, prepares and oversees the annual budget for the Center; prepares revenue and expense reports for all programs; purchases all supplies needed to fulfill Center operations.

Recruits, trains, assigns and supervises the work of staff providing recreational activities.

Oversees maintenance of the building and equipment.

Participates in and has ultimate responsibility for the planning and implementation of recreational programs and activities presented at a neighborhood center.

Promotes public relations through community and private sector contacts, marketing efforts, and personal contact with Center users in order to determine the needs of the community.

Develops, coordinates and implements a comprehensive recreational program for target audience group members.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of budget preparation and budget management.

Considerable knowledge of human resources management.

Considerable knowledge of sociological, behavioral and cultural aspects of target audience group members for whom programs are planned.

Considerable knowledge of the rules, methods and procedures involved in planning and presentation of recreation activities at a neighborhood recreation center.

Considerable knowledge of Federal, State and local laws governing fire, health and safety standards.

Knowledge of the use of a computer in maintaining records.

Ability to work effectively with people of all age groups and to tactfully solve participant disciplinary problems.

Ability to promote recreation programs and activities.

Ability to communicate effectively both orally and in writing.

Ability to plan, schedule, organize and evaluate recreation programs.

Ability to establish and maintain effective working relationships with co-workers, program participants, volunteers, community groups, subordinate staff, and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in recreation, physical education or related field plus experience in recreation program development and delivery, and staff supervision.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by college level course work in recreation, physical education or related field plus some experience working with people of all age groups in a recreational setting involving program and staff supervision; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: _____
Department Head Personnel Director

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